CENTENARY COLLEGE OF LOUISIANA

FACULTY HANDBOOK

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CENTENARY COLLEGE OF LOUISIANA

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1 — The College

Centenary College of Louisiana, established in 1825, is the oldest liberal arts college in Louisiana and the second oldest college west of the Mississippi. Since 1908, it has been located in Shreveport. The college is a Methodist-related institution, yet its appeal and its support are cosmopolitan and ecumenical. Its faculty and staff, as well as its student body, include Jews, Protestants, and Roman Catholics. At present the endowment has a market value of over $7,000,000. A state-wide campaign to raise $2,500,000 is planned for 1964.

The College is a member of the Association of American Colleges and of the American Council on Education. It is fully accredited by the Southern Association. Its School of Music is accredited by the National Association of Schools of Music. The College offers a four-year program leading to the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Music. The College is approved by the American Association of University Women. There is an active chapter of AAUP at Centenary.

On the beautifully landscaped Centenary campus, there are fifteen attractive, modern, air-conditioned buildings, thirteen of which have been constructed since 1948. In addition, a Greek theater seating 2500 people provides a local place for summer concerts and other activities. The Semon Memorial Lounge, located in the Moore Student Center, offers a friendly atmosphere for informal faculty socializing.

In 1962, the College enrollment was 750. As a service to the metropolitan area, the College sponsors an evening division in which the 1962 enrollment was 900. From 35 to 40 per cent of the graduating class go on to graduate school; over half of these win national awards or institutional grants. Recent awards include Masonic, National Defense, National Science Foundation, Rhodes, Rotary, and Woodrow Wilson. The College faculty, fifty-seven full-time members, come from a wide range of private and state universities, both American and European. The Evening Division is staffed principally by qualified persons from local industry and the professions. The College community is particularly proud of one of the finest small college libraries in the South.

Centenary is the only private liberal arts college in a population complex of 500,000 people. Shreveport is the trade center of a thriving three-state area called the Ark-La-Tex. This region offers a flourishing combination of agriculture, trade, and oil and natural gas exploitation, and is showing rapid growth in manufacturing. These conditions have brought a wide variety of able people from every section of the nation. Barksdale Air Force Base, one of the largest in the nation, is located in Greater Shreveport, and many of its personnel attend the College.

Greater Shreveport is an attractive metropolitan center of 250,000 people. It offers unusual cultural opportunities, such as the Shreveport Symphony, the Civic Opera Society, the Little Theater, and an outstanding community Concert Series. Centenary has a vital part in these activities; the College itself has an internationally known choir and drama program; the latter is housed in the Marjorie Lyons Playhouse, perhaps the finest small college theater in America. Faculty members are given complimentary tickets to cultural and athletic events sponsored by the College.

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Shreveport is located on Interstate 20 at the intersection of U. S. Highways 71 and 80, 190 miles east of Dallas. New Orleans and the fabled Evangeline country are within easy driving distance. The Shreveport area is a year round sportsman's paradise. Four airlines serve the city, with approximately 50 arrivals and departures daily. All these factors, plus the friendly atmosphere, help to account for the continuing growth of this metropolitan center.

2 — Purpose

Centenary College is proud of the fact that it is an institution of the Methodist Church. As such, the College is dedicated to the idea that it should provide the environment in which religion and sound scholarship unite. Within this framework, Centenary has found no room for narrow sectarianism but has sought to provide a congenial atmosphere where persons of all faiths may seek their full intellectual and spiritual development.

The purpose of the College, as stated in the catalog, is as follows:

"To prepare its students for maximum usefulness and service to society, based upon Christian principles and ethics.

"To provide its students with a basic understanding of human affairs and to prepare them to think clearly, honestly, and constructively on the fundamental problems of mankind.

"To introduce its students to the arts and sciences that they may live enriched by an enjoyment of the cultural heritage of civilization.

"To train its students in the principles and techniques of the profession, business, or other worthy occupation which they may select as their life's work.

"To accomplish these aims, the faculty and staff give attention to the abilities and needs of each student and seek to provide an atmosphere in which he may develop to his best potentials and acquire qualities of character which will equip him for leadership in society."

3 — Academic Freedom

Centenary College subscribes to a tradition of intellectual freedom as illustrated in a statement of the General Conference of the Methodist Church in 1952: "Our role is not to suppress ideas, but to open channels of communication, so that men can come to know the thoughts of their neighbors, and so that the best thoughts of all men can come to be the possessions of all mankind."

The College is committeed to the 1940 statement of the AAUP relative to academic freedom: "The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject." The teacher at Centenary should be cognizant of the aims of the College as stated herein, and be in sympathy with these aims.

The AAUP 1940 Statement of Principles emphasizes the freedom and the responsibility of the teacher:

> "The college . . . teacher is a citizen, a member of a learned profession and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, he should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman."

4 — Duties of Faculty Members

All teachers shall be present at the College for the first faculty meeting prior to the opening of the session, and shall continue on duty throughout the academic year, including the commencement exercises.

The responsibilities to the College of full-time members of the faculty are held to be fulfilled when a teaching load appropriate to the rank and program is carried and an appropriate amount of scholarly research, public service, and College committee work is performed. Full-time faculty members may carry on some professional or business activities of an income-producing nature, so long as such activities are compatible and not in conflict with College interests. The Dean of the College should know and approve of these activities outside the College.

Each faculty member is expected to maintain an attitude of loyalty to the fundamental principles and the government of the College, to promote its religious life, to bear a share of the general work, and to attend the public exercises.

5 — Promotion

Rank at time of appointment and promotion at Centenary is dependent upon degrees or equivalents and the experience in college teaching, with primary consideration for the following criteria: (1) effectiveness in teaching; (2) command of the special field; (3) continued scholarly growth as evidenced through research, publication, and professional participation; (4) breadth of cultural background; (5) effectiveness in individual service to students (such as counseling and extra-curricular supervision); (6) effectiveness of cooperation with colleagues; (7) responsibility in bearing a fair share of the general work of the College; (8) public service, such as community participation, church work, and outside speaking. Generally, faculty members will serve the following minimum time in rank before being considered for promotion: Instructor, three years; Assistant Professor, four years; Associate Professor, five years.

The President of the College, aided by the counsel and recommendations of the Faculty Personnel Committee, will recommend advances in rank to the Board of Trustees for action.

6 — Tenure

Centenary College subscribes to the Statement of Principles of the AAUP relative to academic tenure.

Written contracts covering the terms and conditions of employment shall be issued by the College annually by March 1. The contract period shall extend from September 1 through Commencement (the normal academic year). Teachers are expected to return annual contracts within 15 days of their receipt. Contracts not returned within this time are considered to be rejected. Teachers who sign annual contracts are expected to be bound by the provisions of their contracts. A teacher may ask for a waiver of this requirement, but he is expected to conform to the decision of the administration on this point.

All teachers appointed shall serve a probationary period of three years. The contract for the fourth year of employment and thereafter, except as noted below, shall state specifically that the teacher is on tenure.

If a teacher is not to be continued in service beyond the first contract period, notice shall be given at least three months prior to the expiration of the contract period; if a teacher is not to be continued in service beyond the second contract period, notice shall be given at least four months prior to the expiration of the contract period. If a teacher is not to be given tenure, notice shall be given at least six months prior to the expiration of the third contract period; in a case of this sort, if mutually agreeable, employment may continue on a year-to-year basis for not more than three years. Honorably retired faculty members of other institutions may be employed on a year-to-year basis; if they are not to be continued in service, notice shall be given three months prior to the expiration of the contract period. All other appointments shall be made annually on a tenure basis and service shall be terminated only for adequate cause. In case of such termination, notice shall be given at least six months prior to the expiration of the contract period, or compensation shall continue for six months after such notification.

If a tenure appointment is terminated because of a financial emergency, the released faculty member's place will not be filled within a period of two years, unless the released faculty member has been offered reappointment and has declined.

Termination for cause of a tenure appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, shall not be made without the knowledge of the Faculty Personnel Committee. In all cases the faculty member subject to dismissal shall be provided with a written statement from the President or the Dean indicating the reasons for the desire to terminate his services. The teacher in question shall have the right to a hearing without undue delay before the Faculty Personnel Committee. He shall be allowed to have with him an adviser of his own choosing who may act as counsel. On request of either party, a full stenographic record of the hearing shall be made. After full consideration, the Faculty Personnel Committee will make its recommendations to the President, who will report his decision to the Board of Trustees' Executive Committee for ratification.

7 — Retirement

The mandatory retirement age for the faculty at Centenary is 65, at which time tenure automatically ends. Extension of services beyond this age on a year-to-year basis will in all cases be considered by the Faculty Personnel Committee. The Committee will make its recommendations to the President, who will report his decision to the Executive Committee of the Board of Trustees.

8 — The Honor System

Each faculty member is expected to become familiar with the details of the Honor Code at Centenary College. The Honor Court will provide each new faculty member with details as to the specific operation of the Code.

9 — Faculty Organization

A. *Faculty Functions.*

The faculty shall hold regular meetings once each month, or on call. The President may authorize the Dean or another faculty member to preside. Voting shall be limited to faculty members holding academic rank. The Faculty of the College shall approve all changes in curriculum, degree requirements, candidates for degrees, and such other matters as may be brought before it for consideration.

The Faculty shall elect from its membership (1) the Faculty Personnel Committee; (2) any necessary representatives of other College committees; (3) a Secretary to the Faculty; and such other persons as might be needed to carry on the business of the Faculty.

B. *Faculty Personnel Committee.*

The Faculty Personnel Committee shall be composed of six members of the full-time faculty who shall hold tenure in the ranks of associate professor and professor. The original members being elected for staggered terms, two members shall be elected each year to serve for a term of three years. No faculty member shall serve for a longer period than seven years. Nominations for the Committee shall be made each year at the regular March meeting of the Faculty and election shall be held at the regular April meeting. Election shall be by secret ballot, with a majority of the votes of those present at the meeting being necessary for election.

On any matter of concern to a particular department, the Chairman of that department shall become temporarily an *ex officio* member of the Committee, with full voting rights for the matter relating to his department. The Committee shall determine and select its own officers, exceept that *ex officio* members may neither vote for nor serve as officers of the Committee.

The functions of the Faculty Personnel Committee shall be to advise and consult with the President and the Dean on matters pertaining to faculty personnel. The Committee shall make recommendations to the President, as outlined in this Handbook, in connection with the granting of tenure, dismissals, retirements, appointments, and promotions in rank.

C. *Faculty Club.*

1. The Centenary College Faculty Club has the following purposes:

   a. To extend in the name of the membership of the club expressions of sympathy, gifts, or remembrances for appropriate occasions.

   b. To maintain a room for the informal daily social life of club members.

   c. To provide group social activities for the faculty and faculty families as the occasion arises.

2. Membership.

   a. Faculty members with a full teaching load are expected to maintain membership.

   b. All part-time and night school faculty members may become members.

   c. The administrative officers of the College holding the following titles as listed in the College catalog may be members: President, Vice-President, Treasurer, Business Manager, Assistant to the President, Director of the News Bureau, Registrar, Director of the Evening Division, Dean of the College, Dean of Students, Dean of Women, Alumni Director, Assistant to the Treasurer.

3. Use of the Semon Lounge.

   a. The Faculty Lounge is intended exclusively for the use of members and their occasional guests. No students will be allowed in the lounge under any circumstances.

   b. No group meetings other than official Faculty functions will be held in the Faculty Lounge. However, the Lounge may be used to entertain faculty members of other institutions in attendance at college-related activities directed by a club member, provided such use has the formal approval of the Executive Committee of the club. Each year a meeting of the Centenary Dames Club may be held in the Lounge when that organization is being entertained by faculty women who are members of the Faculty Club.

4. The officers of the Faculty Club, President, Vice-President and Treasurer, shall form the Executive Committee of the Club. They will be elected for a term of one year at the last meeting of the Faculty Club in the spring.

5. Amendments may be made to the Faculty Club Constitution by a majority vote of club members present at a scheduled meeting.

10 — Salary Scale

(As approved by the Board of Trustees, 1963.)

	Minimum	*Maximum*
Professors	$7,500	$10,000
Associate Professors	6,000	8,000
Assistant Professors	5,000	6,600
Instructors	4,200	5,600

Summer session employment, with extra stipend, is generally available for full-time faculty members.

11 — Benefits

Group Insurance:

(A) *Life Insurance.*

Professors, associate professors, and assistant professors have coverage in the amount of $5,000. Monthly premium is $6.50.

Instructors have coverage in the amount of $2,000. Monthly premium is $2.60.

All life insurance has a cash value that is never less than the total premium paid by the employee.

(B) *Hospitalization Insurance.*

Benefits	*Employee*	*Dependent*
Daily Hospital Room	$ 12.00	$ 10.00
(30 day limit)	$ 240.00 plus	$ 200.00 plus
Miscellaneous Hospital Charges	75% of next $1,000	75% of next $1,000
Maximum surgical	$ 200.00	$ 200.00
Major Medical Expense	$5,000.00	$5,000.00

(C) *Monthly Premiums:*

Professors, Associate and Assistant	Without Dependents	One Dependent	2 or more Dependents*
Professors	$1.50	$2.65	$3.30
Instructors	1.20	2.35	3.00

*A recent addition to the policy provides coverage for children over 18, if they are dependent and full-time college students.

Premiums for group insurance are deducted each month from the employee's pay check.
Complete details of the group insurance program can be obtained in a booklet available at the business office.

(D) *Tuition Scholarships.*

Tuition remission for dependent spouse and children is made available by the College for full-time faculty members. In case of death of a full-time faculty member in the employment of the College, the same benefit will be available for his dependent spouse and children.

Retirement Program:

(A) *Social Security.*

All employees of the College, except ministers, are covered under the Federal Insurance Contributions Act (Social Security). Payment is made by the employee through deductions from each pay check. In addition, the College, as employer, pays an equal amount for credit to the employee's social security account.

(B) *Teachers Insurance and Annuity Association.*

In addition to Social Security, a retirement plan for faculty members is provided by the College through the organization known as TIAA. TIAA is a legal reserve life insurance company organized by The Carnegie Foundation to issue annuities and life insurance especially designed for employees of colleges and universities. All full-time faculty members are eligible to participate in the TIAA retirement program after completing the first year of teaching. During the second and third year of teaching, participation in the program is optional with the faculty member. After three years of service the faculty member is required to participate. To participate, each employee contributes 5% of his gross earnings through a payroll deduction plan. The College pays a like amount so that a total of 10% of gross earnings is paid for the purchase of an annuity contract for the employee. According to the desires of the individual faculty member, ¼, ⅓, or ½ of the total payments may be placed in CREF (College Retirement Equities Fund, a division of TIAA), where they are invested in common stock, rather than in TIAA, where they are invested mainly in bonds and mortgages. The portion placed in TIAA will provide a guaranteed fixed-dollar annuity; the portion (if any) placed in CREF will provide a variable annuity based on the performance of common stock. The annuity contract is the sole property of the employee, including the portion purchased by the contribution of the College, but can be drawn only at retirement or in case of death.

Benefits of the plan are dependent upon age and amounts contributed and will therefore vary in each individual case. Information concerning the computation of benefits and other details can be found in TIAA publications available at the business office.